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OCR/DD EDPM Application to Document Dissemination

1. **Organization Component**

   Document Division/OCR

2. **Functional Area**

   Document Dissemination

3. **Statement of Desired Result**

   To determine the CIA offices down to Branch level and outside agencies, if appropriate, which are to receive copies of raw intelligence reports containing data information pertinent to their official reading requirements.

4. **Description of Present Operation**

   a. **Source of Data Coming In**

   Reports emanate from the collecting branches of the Army, Navy, Air Force, State, USIA, ICA and CIA located throughout the world. (Approximately 300 Military and State foreign posts and some 25 subordinate military commands.)

   b. **Form of Data Coming In**

   Raw Intelligence reports varying as to form among the various originators. Approximately 20% of the reports transmit single copy enclosure material, some of which are in a foreign language.

   About 50% of the State Dept. reports (despatches) and 30% of the Defense reports are not indexed for Intellofax although copies of such reports are disseminated.

   c. **Volume Involved**

   During Fiscal 1959 the volume of information reports received was as follows:

Originator	Total	No. of Copies
State and USIA	85,795	1,115,335
Army	37,904	265,328
Navy	20,205	141,435
Air	34,532	172,660
CIA	72,032	377,056
Miscellaneous	12,542	37,626
GRAND TOTAL	263,010*	4,109,440

The OCR annual report showing the receipt of 372,383 documents includes standard and direct distribution items which are not considered in this study in document dissemination.

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d. Processing of Data

On receipt in Document Division, the reports are sorted, batched, assigned a batch control number, and given in multiple copies (number of copies ranges from 1 to 50) to the document analysts who read the reports and determine the recipients in accordance with the official reading requirements (the Dissemination Guide). The document analyst attaches a dissemination card indicating recipients to each set of reports and passes the reports (with exception of processing copy, which is sent to coders) to the distribution clerks. The distribution clerks send the reports to the offices indicated on the dissemination cards. The dissemination cards are filed in batch number order in the Document Division as record of distribution.

Information reports with single copy enclosures and reports that are nodexed (not indexed), or "flashed", require special dissemination procedures.

Reading requirements levied upon DD by the CIA research offices range from the general to the very specific. Likewise the organization level to which the reports are disseminated range from that of the office e.g., ORR and DDP/OIS to that of branch level e.g., OCI/ARM and OSI/GP. In the cases of ORR and DDP/OIS the requirements are standard; ORR receives 8 copies of each report treating economic subjects and DDP/OIS receives up to 4 copies of each report received in DD. Reading panels within these offices disseminate to branches and sections and in some instances to individual analysts. Requirements of other recipients are contrastingly specific as illustrated in the attached requirements of OSI/GP. (Tab A)

e. Form of Data Going Out

Information reports in hard copy as received.

f. Disposal of Data Going Out

The information reports are used throughout the Agency by research analysts who must keep currently abreast of political, economic, military, scientific, technological, sociological, and geographic developments of interest in their specific assignments. For this reason the DD must adhere to a rigid dissemination schedule. The recipients may take notes of contents or keep files of reports for use in the preparation of finished intelligence reports and national estimates. Other recipients use the reports for operational or specialized purposes.

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g. Manpower and Equipment Involved

Manpower - the equivalent of 17 document analysts performing the dissemination; batch clerks and document distributors participating in the processing, will be included in document control and distribution studies.

Equipment - none.

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